

FEDERAL ENERGY REGULATORY COMMISSION

Merit Promotion Vacancy Announcement

Office of the Chairman

Announcement # MP-06-018

Opening Date: November 30, 2005      Closing Date: December 14, 2005

**NOTE:** Vacancy announcements DEU-05-029 and DEU-05-029A have been canceled. If you applied to DEU-05-029 or DEU-05-029A and would like consideration for DEU-06-015, you must reapply to this announcement.

**NOTE:** Applications must be received no later than the closing date to be considered. E-mailed, hand-delivered or faxed applications are encouraged due to possible mail delays. Please include the vacancy announcement number on your application.

**Position/Series/Grade:** Secretary (Office Automation), GS-318-8/9

**Salary Range:** GS-8: \$39,262 to \$51,036\*

GS-9: \$43,365 to- \$56,371 \*

\* Salary includes a 15.98% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV)

**Promotion Potential:** GS-9

**Type of Appointment:** Permanent

**Geographic Location:** Washington, DC

**Area of Consideration:** Nationwide; Status Candidates ONLY

**Number of Vacancies:** One position to be filled at either the GS-8 or GS-9 level

**Summary of Duties/Responsibilities:** As the secretary to the Chairman and to the advisory staff in the Chairman's Office, you will be responsible for a wide spectrum of clerical, administrative support and office automation activities to insure effective day-to-day management of a highly visible and professional office. Your duties will include: receiving and screening calls/visitors; personally furnishing non-technical information or obtaining necessary information prior to referring callers to the Chairman or appropriate staff member; coordinating and maintaining the Agenda and Notational Orders material for the Chairman and immediate staff; coordinating all travel arrangements for meetings, conferences, and speeches; reviewing incoming mail and other documents and personally handling and/or forwarding to Chairman or staff; reviewing outgoing correspondence/documents for conformance with regulations, grammar, format and special views of the Commission; drafting routine, general correspondence for the signature of the Chairman; acting as liaison between the Chairman and the Chairman's staff; establishing and maintaining special office files; searching, assembling and compiling information from files as needed; utilizing MS Office software, performs varied and advanced functions and develops applications utilizing databases and/or spreadsheet software to store, manipulate, sort and report statistical and other information from office files and related sources.

**Qualification Requirements:** You must be a qualified typist and have one year of specialized experience at the next lower grade level to which you are applying.

**Typing Requirement:** You must be able to type 40 words per minute. You **MUST** submit a certificate of proficiency dated within the past 3 years or self-certify by stating your current speed on your application.

**Specialized experience** is providing clerical and administrative support to an office/staff that included

the use of MS Office software, calendar, travel, time and attendance, database management, and other similar office automation applications/software to increase the effectiveness of office operations.

**Evaluation Method Used:** If you meet the basic eligibility requirements, your application will be assessed against the following Ranking Factors, which identify the knowledge, skills and abilities (KSAs) that are essential for successful performance in this position. You are encouraged to provide a separate narrative response for each Ranking Factor in which you discuss your experience, education, training and/or accomplishments that have provided you with the KSAs. Your qualifications will be evaluated solely on the information submitted in your application, so failure to submit narrative statements may considerably reduce your opportunity for being considered or selected.

### **RANKING FACTORS:**

1. Knowledge of administrative procedures in order to independently make arrangements for conferences, meetings, speeches and travel, often under considerable time constraints.
2. Proficient skill in operating a personal computer for a variety of support duties, including word processing, spreadsheets, calendar, appointments, travel, time and attendance, and other office applications. Knowledge of MS Office applications is preferred.
3. Demonstrated written and verbal communication skills that include knowledge of correspondence procedures, formatting and grammatical rules, and the ability to effectively interact with people at all levels of responsibility.
4. Demonstrated ability and flexibility to be able to multitask with various office activities and administrative functions along with the ability to adjust in a fast-paced, rapidly changing work environment.

### **Special Notes:**

- ☐ Relocation expenses are not authorized.
- ☐ This position is being advertised concurrently with FERC Delegated Examining Unit Vacancy Announcement #DEU-06-015. In order to be considered under both announcements, you must submit separate applications to each.
- ☐ This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- ☐ Individuals who have special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) must submit a copy of the appropriate documentation such as RIF separation notice or a letter from OPM or your agency, documenting your priority consideration status. To be considered "well-qualified", ICTAP applicants must attain a minimum ranking of 90.
- ☐ FERC is an Equal Opportunity Employer: All candidates will be considered based solely on merit without regard to race, color, religion, gender, age, national origin, sexual orientation, political affiliation, marital and family status, disability, or other non-merit factors.

### **Application Information:**

Include the following information/documents (as checked) with your application. Incomplete applications could result in non-consideration or a lower rating in the evaluation process.

- ☐ Written response to the selective placement factor(s).
- ☐ DD-214 if claiming 5 points veterans preference.
- ☐ Both DD-214 and SF-15 if claiming 10 points veterans preference.
- ☐ College transcripts or List of College Courses.
- ☒ Background Survey Questionnaire (Optional).
- ☒ OPM Form 306 Declaration for Federal Employment (Optional).
- ☒ Most recent performance appraisal/evaluation.
- ☒ Current/Former federal employee--Appropriate SF-50 reflecting competitive status.
- ☐ Non-federal employees--Current Notice of Results if vacancy is open to non-status applicants.
- ☒ Applicants with a disability or eligibility for non-competitive appointment -- appropriate documentation.
- ☒ This position open to: All current or former qualified Federal Employees with Competitive Status
- ☒ Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**The following statements are applicable if checked:**

- ☐ Requires a Security Investigation
- ☐ Subject to frequent travel
- ☐ Subject to financial disclosure
- ☐ Subject to geographic mobility
- ☐ Subject to a supervisory/managerial probationary period
- ☐ Subject to drug test prior to appointment
- ☐ Collective Bargaining Unit represented by American Federation of Government Employees Local No. 421
- ☒ Subject to frequent overtime and ability to work flexible hours for office coverage.

**Send or Bring Application to:**

Federal Energy Regulatory Commission  
Executive Resources, Attention: Kimberly Dori  
888 First St., N.E. Room 11J-8  
Washington, D.C. 20426

**Contact:** Kimberly Dori on (202) 502-8754

**E-mail:** kimberly.dori@ferc.gov

**FAX:** (202) 208-1259

**Telecommunications device for the deaf:** (202) 219-2157

For additional information on the FERC and the benefits offered to employees, visit our website at [www.ferc.gov](http://www.ferc.gov)

**HOW TO APPLY:**

Submit a resume, an SF-171, OF612 or other written application format of your choice. You must include the following information:

- Title, series, grade and vacancy announcement number for which you are applying.
- Full name, mailing address and daytime and evening telephone numbers (with area codes).
- Social Security Number.
- Country of Citizenship (Proof of U.S. citizenship is required prior to employment).
- If ever employed by the Federal Government, provide the highest Federal civilian grade held, job series, and dates of employment in the grade.

- Work experience relevant to this position, provide employer's name, start and end dates of employment (month and year), job title, number of hours per week (if other than 40), salary, and your duties and responsibilities for each job listed.
- Name, location and date of last educational institution attended and major field(s) of study.
- Type and year of degree(s) received and GPA.
- To receive credit for relevant training, list course titles, dates, number of hours and name of the institutions.
- Description of honors, awards and special qualifications such as language skills, computer skills along with dates acquired, if relevant to this position.

#### **GENERAL INFORMATION:**

- You must meet all eligibility requirements as outlined in the announcement and the Office of Personnel Management's Qualification Standards Operating Manual and Title 5 Code of Federal Regulations within 30 days of the closing date of the vacancy announcement.
- Applications will not be returned unless vacancy is canceled.
- You will be notified of outcome as soon as possible after a selection has been made.
- To be considered, your application must be received no later than the closing date of this announcement.
- Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- Applications submitted in Government franked envelopes will not be considered. Use of Government fax machine and email services in any other governmental agency must be in accordance with the policies of that agency.
- If you are selected for the position below the full performance level, you have the opportunity to be promoted without further competition. However, this implies no promise or guarantee of promotion. You must demonstrate the ability to perform at the higher grade in order to be eligible for promotion.
- OPM Form 306 Declaration for Federal Employment must be signed and submitted before appointment.
- You must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty.